

BUDGET ADVISORY COMMITTEE MEETING
MAY 22, 2006

1. ROLL CALL

The meeting was called to order at 5:38 p.m.

Present at the meeting were Secretary Scott Spages and Committee members Davie Oakes and Vice-Chair Dr. Kerry Waldee.

Also present from the Town was Finance Director Bill Underwood and guest Charles Michaelson.

2. APPROVAL OF MINUTES

3. OLD BUSINESS

3.1 QUARTERLY REPORT

a) Space Study – Charles Michaelson

Mr. Spages voiced the Committee's concerns about the continuous requests for more Town buildings and impending buildout.

Mr. Michaelson explained the basis for the methodology behind his study. He advised that department heads had provided him with their current building status and employee status. He then met with each person to understand the hierarchy within each department. Mr. Spages spoke of the fire chief's concern about not having the new headquarters in one of the new buildings going up. He was also concerned that the exact square footage of space needed was not certain. Mr. Underwood advised that the Development Services department collected permit and engineering fees then loaned this money to the general fund for the building. The general fund then paid the fees back.

Mr. Michaelson continued summarizing findings of the Space Study. Mr. Spages voiced his concern about the paradigm of where departments were located within the Town. Mr. Michaelson stated that the report allowed the Committee to open up conversation with the Town on these issues.

Mr. Spages made a motion to encourage the Town to increase the scope of the Space Needs Study to include Parks and Recreation, and revisit including the police and fire administration space needs and their location. The motion died for lack of second.

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b) Cost Recovery

3.2 SET FISCAL GOALS

a) Debt Service

Mr. Underwood advised he was preparing to issue the \$45.5 million general obligation in two issues.

b) Reserve Budget

Mr. Underwood distributed copies of the Reserve Budget and advised that undesignated unreserved fund balance was moving up toward about \$18-\$20 million. He briefly summarized data within the report.

3.3 ANNUAL REPORT – Due January 31, 2006

This item was deferred to the next meeting.

4. NEW BUSINESS

5. COMMENTS AND/OR SUGGESTIONS

6. ADJOURNMENT

As there was no further business to discuss and no objections, Mr. Spages made a motion, seconded by Dr. Waldee, to adjourn the meeting at 6:35 p.m. In a voice vote, all voted in favor. (Motion carried 3-0)

Date approved

Chair/Committee Member